

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 75-440: dated 16 May 1975 STATINTL  
[REDACTED] GS-14 STATINTL  
Chief, IDSB/SD/OL  
[REDACTED] GS-06  
Clerk Typist  
Directorate of Administration/OL

A. Summary of Suggestion

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1. Background

Formerly, 18 copies of Form 2216 and 2216A, MILSTRIP/FEDSTRIP order, were produced in two 9-part NCR packets by two Flexowriters, one a master unit and one a slave. The 18 copies were distributed to those needing to cross reference Agency supply and financial data to the MILSTRIP/FEDSTRIP document control numbers (DCN). A daily DCN-LCN cross reference register was prepared for each service component requisitioned against. The registers were typed by the clerk typist after being compiled manually.

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2. Suggestion

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a. [REDACTED] proposed that the number of 2216's produced for each line item ordered be reduced from 18 copies to 9 copies (one 9-part packet).

b. [REDACTED] proposed that as a result of [REDACTED] suggestion, the Flexowriter slave unit released from service by this reduction in number of copies distributed, be reprogrammed to produce a Daily DCN-LCN cross reference register for each service simultaneously with the typing of the Form 2216.

A detailed description of these procedural changes and an estimate of savings are attached.

B. Evaluations

1. OL said that the suggestions were adopted in STATINTL November 1974. As a result the use of Form 2216 and 2216A were reduced by 50%. These forms are interchangeable. When the stock (23,000) of Form 2216A is used up, it will no longer be replenished. OL concurred in the tangible savings cited by the suggesters totaling \$4,914.75 annually. The savings have been accruing since implementation. OL rated intangible benefits SUBSTANTIAL/EXTENDED because the suggesters' system is an important improvement which affects several offices, i.e., the Office of Finance, OL depots, OL budget and fiscal office, as well as [REDACTED] branch. It has been a distinct benefit to all.

2. OF said the revised "DSA Daily Cross-Reference Sheets" provide a ready reference which enables employees to record MILSTRIP/FEDSTRIP billings in a more expeditious manner. It is estimated that the use of the revised form eliminated the need of approximately 20 phone calls a week, which represents a considerable reduction in time spent on the phone. This does not result in any salary savings in the Office of Finance; however, it does represent a moderate intangible benefit.

C. Recommendation of Executive Secretary

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1. Beyond line of duty. The requirement for additional data was levied by Office of Finance. The provision of such data would have caused an increased workload on [REDACTED] branch which he could not have absorbed unless some other area of existing workload could be relieved. Since certain forms distribution and financial data were requirements of components outside of [REDACTED] branch, it was not in his normal line of duty to negotiate changes in procedures of those other components in order to meet their information requirements. STATINTL

2. <sup>\$500</sup>~~\$400~~ award based on tangible savings of \$4,915 (\$300), plus SUBSTANTIAL/EXTENDED intangible benefits (\$100) to be shared as follows:  
(~~\$200~~)

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[REDACTED] - 22% of total savings or  
\$66 award share +  $\frac{3}{4}$  of  
intangible credit or \$50 <sup>150</sup>  
for a total award of \$116 <sup>216</sup>

[REDACTED] - 78% of total savings or  
\$234 award share +  $\frac{1}{4}$  of  
intangible credit or \$50  
for a total award of \$284.

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D. Decision of the Committee

✓ Approved

[REDACTED] - <sup>216</sup>  
<sub>284</sub>  
Award

                     Disapproved

10 Dec. 1975 Date

Atts

LISTING OF ATTACHMENTS

- A. Memorandum: Titled, Savings in Time and Material, IDSB, SD.
- B. Copy of Old Daily Cross Reference Register.
- C. Copy of Revised Daily Cross Reference Register.
- D. Memorandum: Detailed Summary of Time and Cost Saving.
- E. Copy of Contract for Modification of Flexowriter to Produce Revised Daily Cross Reference Register.

A  
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MEMORANDUM FOR THE RECORD

SUBJECT: Savings in Time and Material, Interdepartmental  
Support Branch, SD

1. The purpose of this memorandum is to describe certain changes in the production and distribution of the Form 2216, MILSTRIP/FEDSTRIP order, and the reprogramming of a Friden Flexowriter to produce a machine-generated Document Control Number/Logistics Control Number Cross Reference Register, Form 1951 modified

2. In July of 1974 a detailed study was made by IDSB of the Form 2216 and 2216a. As a result of that study the distribution of this form was reduced from 18 copies to 9 copies for every line item ordered in the MILSTRIP/FEDSTRIP system. Since the Form 2216 and 2216a were basically interchangeable, the decision to reduce distribution produced a 50% reduction in the number of forms used. Tab A is provided for those interested in the details of how the new distribution system works.

3. Before the system was modified, IDSB used two Friden Flexowriters to type the Form 2216 and 2216a. One machine was used as a "master" or input point; the other as a "slave." Each typed exactly the same information on a nine-part NCR (no carbon required) fan fold, pin fed form. When the decision was made to reduce the number of 2216's from 18 to 9, one Flexowriter became surplus to the MILSTRIP/FEDSTRIP operation.

4. During the summer of 1974 another problem arose concerning the amount and kinds of information provided in the Daily DCN/LCN Cross Reference Register prepared by IDSB. This register (see Tab "B") provides to the recipient the Document Control Number assigned by IDSB for each individual line item ordered in the MILSTRIP/FEDSTRIP system. It is, in essence, the interface between the multiline item Requisition (Form 88) and the single line item, Document Control Number which is the basic foundation of the MILSTRIP/FEDSTRIP system. The old form was typed on a ditto mat at the end of each day by the clerk typist, run off and distributed to those concerned. Certification and Liaison Division, Office of Finance, wanted additional information included in the report. This proposed change would have resulted in a significant increase in the amount of time required to prepare this form each day. A better solution had to be found.

5. Benchmark Systems Corp. provided that better solution. The surplus Friden Flexowriter has been reprogrammed in such a way that all elements of information necessary to satisfy the invoice reconciliation problems of the Office of Finance are now included in the Daily Cross Reference Register, which is now typed on the "slave" Flexowriter. See Tab C. Perhaps of even greater significance is the fact that a new saving in time has resulted from making the production of the Daily Cross Reference Register a "realtime" operation which now takes place at the same time the clerk typist is preparing the Form 2216..

~~MILSTRIP/FEDSTRIP~~

6. A summary of the time and material savings produced by the change in distribution of the Form 2216 and the automation of the Daily Cross Reference Register are provided in Tab D. It can be demonstrated that a savings of up to approximately \$5,300.00 can be made each year, based on FY 1974 production figures, by using the reprogrammed Flexowriter to reproduce the Daily Cross Reference Register.

7. In closing, some mention should be made of the number of coordinations between the Office of Finance and the Office of Logistics Budget and Fiscal Office. No statistics exist on the amount of telephone conversations that have been necessary during the past year in order to clarify MILSTRIP/FEDSTRIP billings. With the reformulated Cross Reference Register the Office of Finance will be provided with all elements of information necessary to the prompt reconciliation of billing, thus precluding a number of unnecessary discussions.

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Tab D

Summary of Time and Cost Savings

Form 2216 and Daily Cross Reference Register

1. MILSTRIP/FEDSTRIP Transactions in FY 1974 = 10,922.

a.  $10,922 \times 18 = 196,596$   
 $10,922 \times 9 = 98,298$   
copies of 2216 saved = 98,298  
nine copies per set -- number of sets saved - 10,922

b. cost of 2216's per 1,000 sets = \$90.29  
(see order no. 74-2956, attached)

c. savings due to non-utilization --  
 $(90.29 \times 10.92) = \$985.97$

2. In developing a base figure against which an estimated saving of time can be projected, we must make one basic assumption. That assumption is that IDSB/SD would have responded positively to a request from the Office of Finance to expand the information base offered in the Daily Cross-Reference Register to include both quantity ordered and unit price for each and every line item processed through the MILSTRIP/FEDSTRIP system. While Tab "B" is not the best sample of the impact of meeting this need, please note that in several instances more than one "line item" and more than one "serial number" can be included in the preparation of a single line item of information. This consolidation, while efficient in terms of providing information on DCN's, is inefficient if you want to give detailed information on price and quantity ordered. Our regular clerk typist was asked to prepare the output of one day's MILSTRIP/FEDSTRIP requisitions manually, i.e., to use her IBM Selectric II typewriter and to provide the same elements of information produced by the reprogrammed Friden Flexowriter. These reports are attached.

a. Time - cost projection, extended manual system

1. average time to produce single line item of information manually is six minutes (15 line items took ninety minutes)
2. 6 minutes x 10,992 line items (FY 1974 total) = 65,952 minutes
3. 65,952 minutes  $\div$  60 = 1,099 hours.
4. hourly rate GS-05, step 1 = \$4.29
5. annual savings in manhours = \$4,714.71

b. Time - cost projection original manual system

1. average estimated time to enter single line into original Daily Cross-Reference Register = 1 minute (Nov 5, 1974, 33 line items required 31 minutes of preparation.)
2. 1 minute x 10,992 line items = 10,992 minutes
3. 10,992 minutes  $\div$  60 = 183.2 hours
4. hourly rate GS-05, step 1 = \$4.29
5. annual salary savings = \$785.93

- c. Total projected annual savings, using two methods of computing preparation time for Daily Cross-Reference Register.

Extended Cross Reference

1. hourly savings = \$4,714.71

material savings = 985.97

\$5,700.68

Original simplified Cross Reference

2. hourly savings = \$785.93

material costs = 985.97

\$1,771.90

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